



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 15.00 Duplicate Titles

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 11/01/1996

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Authority:

[R.S. 32:713](#)

To view Louisiana Statutes: <http://www.legis.state.la.us/>

General:

- A duplicate title can be issued when the original has been mutilated, lost, destroyed, or never received.
- Only the registered owner, the registered owner's agent, or lienholder can apply for a duplicate title.
- A duplicate title may be mailed to an address other than the registered owner's address, if the owner submits a notarized statement or completes the *Vehicle Application* ([DPSMV1799](#)) form authorizing the mailing.
- A duplicate title **cannot** be issued in a deceased owner's name, unless duplicate title affidavit section was completed and notarized prior to death.

Required Documentation:

- A completed *Vehicle Application* ([DPSMV1799](#)) form, including the completed and notarized duplicate title affidavit.
 - Witness acknowledgment before a notary will be acceptable **only** if the witness has signed the *Vehicle Application* ([DPSMV1799](#)) form, indicating the owner or lienholder's signature was witnessed on the appropriate section of the form.
 - In lieu of notarization, the application can be signed in front of an Office of Motor Vehicle employee (MVCA) or a Public Tag Agency employee.
 - In lieu of the registered owner signing the application, only the following entities can sign the application:
 - **Power of Attorney** - A person holding the original power of attorney/mandate or a certified true copy of the original. The power of attorney/mandate must be provided.
 - **Court Order** - A curator or curatrix for an interdicted owner (a person above the age of majority who is declared by the court to be incapable of taking care of his/her own affairs), provided a copy of the current court order is also submitted
 - **Bankruptcy** - A trustee for the bankruptcy court, provided a copy of the referee's order appointing him as trustee is submitted

- **Company or Corporation** - A representative for a company/corporation may sign the application for a duplicate title provided his/her position with the company/corporation is shown on the application.
 - **Lienholder** - The recorded lienholder may request a duplicate title without the registered owner's signature, if the lien is to remain on the title. *The Affidavit of Non-Possession of Title by Lienholder* section must be completed on the application.
- Proof of lien satisfaction, if applicable.
- **Lienholders** - When there is an unsatisfied lien indicated on the record, the *Affidavit of Non- Possession* must be completed by the lienholder and notarized. The duplicate title will be mailed to the lienholder.
 - If a lienholder's address has changed, the lienholder must submit a request on letterhead stationery or a *UCC3* form requesting the address change.
 - A lienholder's name cannot be changed (in the case of a buy-out) when processing a duplicate title.
 - If the lien indicated on the record has been satisfied, either the original note stamped paid or a satisfaction of lien executed by the lienholder must be submitted. It may be submitted on company letterhead with the name, address, and telephone number of the lienholder. If the telephone number is not on the letterhead, but is attainable, the file will not be rejected for that reason.
 - In lieu of a lien satisfaction on letterhead, a notarized affidavit of satisfaction of lien signed by a representative of the lienholder will be acceptable.
 - Either document must show a complete description of the vehicle including the make, model year, and vehicle identification number (VIN). The representative of the lienholder must list their position on the application.

Related Policies:

- Section 4, Policy 2.03, [Completion Of Vehicle Application](#)
- Section 4, Policy 4.01, [Power Of Attorney Mandate](#)
- Section 4, Policy 8.02, [Good Faith Possession Of A Vehicle](#)
- Section 4, Policy 18.00, [Successions Judgements Of Possession](#)
- Section 4, Policy 18.01, [Small Successions](#)
- Section 4, Policy 18.02, [Affidavit Of Heirship](#)
- Section 4, Policy 18.03, [Loss Of Properly Assigned Title After Death Of Titled](#)
- Section 4, Policy.35.00, [Recording Liens On Vehicles](#)
- Section 4, Policy 35.01, [Acceptable Proof Of Lien Cancellation Prescription](#)
- Section 4, Policy 35.02, [Lien Termination Statements](#)